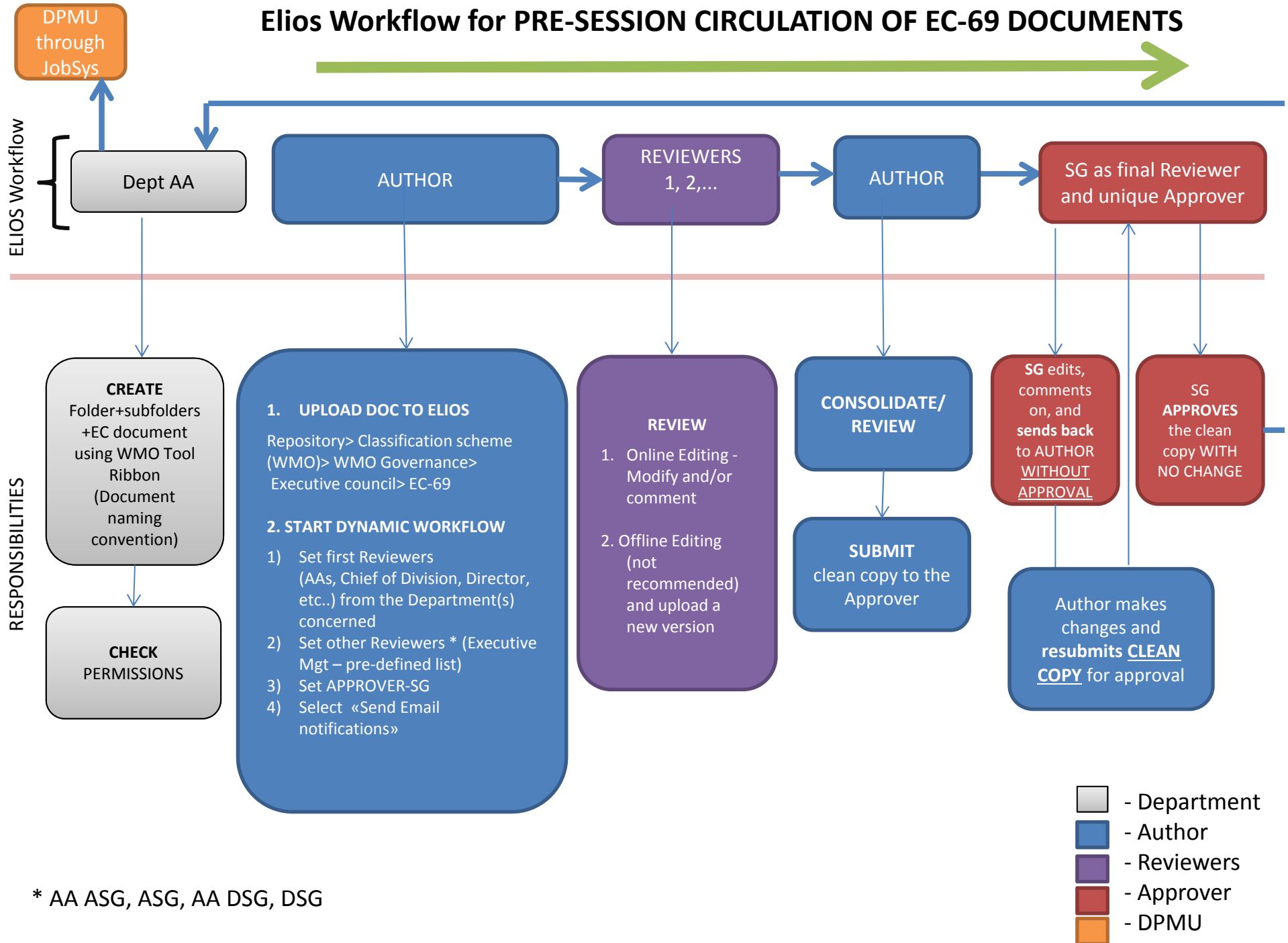


Elios Workflow for PRE-SESSION CIRCULATION OF EC-69 DOCUMENTS



* AA ASG, ASG, AA DSG, DSG

1. A workflow starts from an author, then one or more reviewers in the Department, followed by AA/ASG, ASG, AA/DSG, DSG, all as reviewers, and ends with SG, who will be the only approver.
 2. An author could be the secretary or AA supporting the programme, or a Programme Officer.
 3. AA of the department should be in the workflow as reviewer, immediately before the Director of the Department.
 4. Departments may optimise the workflow section within their department (up to the Director as reviewers), but the section after that is mandatory (Ref. point 1.)
 5. When the author receives notification of the approval of the document, he/she will use the approved document to raise a JOBSYS request.
 6. He/she will download the approved document containing the watermarks (from [Repository](#) > [Classification scheme \(WMO\)](#) > [WMO Governance](#) > [Executive council](#) > [EC-69](#)) and attach it to the Jobsys request. (No ELIOS link).
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